TIPS from FORMER GRADUATES

Administrative
- ➢ Make your hotel arrangements for each session now
  - o Refer to attached Hotel Listings (not inclusive)
- ➢ Be on time
  - o Coming late in the morning, during breaks or after lunch is disruptive to the class
  - o You do not want to miss one minute of class – it's too interesting and valuable

Course
- ➢ **Write down your expectations**
- ➢ **Take risks in class**
  - o **Volunteer to be the leader, spokesperson, or scribe**
- ➢ **Talk to the lecturer**
  - o **He/she is an invaluable source of knowledge and may only be there for the day**
- ➢ **Get to know your classmates**
  - o **They have a lot of interesting life-stories (experience and knowledge)**
  - o **Clichés will form – that's ok, but branch out and get to know others**
- ➢ **After each week of class, reflect**
  - o **What did you learn?**
  - o **Did it meet your expectations?**

Consultants and Due Dates:
- ➢ Review the IAP Handbook
- ➢ Assignment deadlines are due to your Consultant as stated on time line
  - o On only rare situations will Consultants allow extension of due date to them.
  - o Keep your consultant advised if you need more time (don't procrastinate). (Time frames are short for all as we are all balancing our work to help you succeed.) Requests for extensions that will affect timely receipt by the Lead Consultant will require a full written explanation and collaboration with you, the Consultant, the Lead Consultant and the Federal Executive Board's—Director.
- ➢ Do not expect to receive an extension that will preclude timely certification and graduation.

IAP
- ➢ *Start as early possible*
- ➢ *Keep it simple*
- ➢ *Jot ideas during class*
- ➢ *Talk with fellow classmates about your ideas - they understand best what was covered in class and can provide a good sounding board*
- ➢ *Talk to your consultant about your ideas - she/he should be able help judge if is do-able within the IAP timeframe*
- ➢ *Talk to your supervisor or mentor about your ideas – to tell you if it is a good idea*
- ➢ *Review class material*
- ➢ *The process (review class material, designing a project, implementing, and reflection) is more important than the project*
- ➢ *Do not worry about failure – this is part of the IAP process--Learn from it*

Final Paper
- ➢ Review how to write a bibliography and how to cite footnotes
- ➢ Start reading extra books early and take notes as you read (use 3X5 cards or whatever method works for you)
- ➢ One week after class, review class material and take notes (3X5 cards or whatever method works for you)
- ➢ Make an outline